

REAL PROPERTY MANAGER

DEFINITION

To manage all phases of the City's real property program; to perform appraisals and negotiate for the acquisition, lease or sale of real property, rights-of-way and easements for municipal purposes; to provide relocation assistance.

SUPERVISION RECEIVED AND EXERCISED

General direction is provided by Deputy Director of Public Works/Engineering.

May supervise clerical support personnel.

EXAMPLES OF DUTIES

Duties may include, but are not limited to, the following:

1. Negotiates contracts with independent contractors involved with right-of-way acquisitions, appraisals, negotiations and relocations; provides direction as needed.
2. Performs appraisals and provides estimated current values on real property.
3. Reviews title reports to determine ownership, coordinates escrows, and assists City engineers in the preparation of property descriptions.
4. Negotiates with tenants and property owners for the purchase, rental, or sale of real property and real property rights.
5. Handles all City surplus property sales including advertising and conducting actual sale of property.
6. Consults with City Attorney's office and outside legal counsel regarding preparation, coordination and follow-up involved with acquisition of real property through eminent domain procedures.
7. Provides technical assistance and advice to City Attorney's office and City Council relative to real property program.

City of Hayward  
Real Property Manager (con't)

EXAMPLES OF DUTIES

8. Meets with tenants and property owners to explain projects requiring property acquisition and participates in public meetings with City Council and City officials.
9. Negotiates for the execution of deeds, quitclaims, agreements, partial releases, partial reconveyance and other instruments.
10. Recommends settlement on condemnation proceedings and assists in condemnation procedures.
11. Recommends on contracting with independent appraisers, relocation specialists and negotiators, and supervises their work.
12. Supervises and coordinates the relocation assistance program including the determination of appropriate payments.
13. Establishes and maintains a property management record and file system and ensures that federally-funded acquisition project files meet with federal standards.
14. Prepares comprehensive reports and cost estimates of real property acquisition, leases and obstruction removal and prepares acquisition booklets and related information.
15. Prepares progress payment reports on federally-funded projects, including documenting costs and working closely with federal reviewers.
16. Prepares federal reimbursement requests for federally-funded projects.
17. Prepares written and oral reports and correspondence to City Council, City Manager and City Engineers.
18. Assists other departments in preparing reports involving real property.

QUALIFICATIONS

City of Hayward  
Real Property Manager (Continued)

Knowledge, Abilities and Skills

- A. Knowledge of principles of appraisal techniques, property management, condemnation procedures, title and escrow procedures, real estate law and relocation assistance law and procedures.
- B. Knowledge of property acquisition and relocation guidelines related to state-funded and federally-funded projects.
- C. Knowledge of laws related to securing of rights of way for street and highway purposes.
- D. Ability to conduct negotiations using professional standards and in accordance with federal, state and local rules and regulations.
- E. Ability to assist in hearings for cases on appeal in connection with federal, state and local projects.
- F. Ability to interpret maps, legal documents and engineering plans.
- G. Ability to supervise technical staff and exhibit a high degree of independence and initiative.
- H. Ability to communicate effectively both orally and in writing with the general public, tenants and property owners, outside contractors, and City officials and staff.
- I. Ability to provide real property assistance to other City departments involving technical property issues and guidance on process.

EXPERIENCE AND EDUCATION

Any combination that would likely provide the required knowledge and abilities would be qualifying. A typical way to obtain them would be:

**Experience:** Four (4) years in real property appraisals, negotiations, acquisitions, relocations, and property management, of which at least one year was spent managing right-of-way programs at a high-level position.

City of Hayward  
Real Property Manager (Continued)

**Education:** Equivalent to a Bachelor's Degree from an accredited college or university with major work in Public or Business Administration, Engineering, Real Estate or a closely related field. Appropriate experience may be substituted for education on a year-for-year basis.

Possession of a SR/WA (Senior Right-of-Way Association) Certificate and familiarity with micro-computers is desirable.

**PROBATIONARY PERIOD:** One Year.

763CS90

Revised September 1990

APP GRP:

FPPC STATUS:

FLSA STATUS:

/nk